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ABSTRACT

This book is directed toward all persons taking tests and examinations at school, for a new job, for college or university entrance, or for promotion. Topics discussed include: things students should ask themselves before taking a test, the difference between tests and examinations, ways of feeling good about a test or examination, tactics and strategies for use before and during the test session, multiple-choice tests and questions, tests of student writing ability, other formats for tests and examinations, and conclusions for students and parents after test administration. A test is defined as a collection of tasks, usually in the form of questions to be answered, on which student demonstrate their abilities, knowledge, or skills. An examination is defined as a specific type of test, relating to a particular course and held at the end of that course, for which students can study or become prepared. The book focuses on increasing student self-esteem and confidence particularly in regard to test-taking in relatively new or unknown situations, and emphasizes taking, rather than passing, tests and examinations. This book is also designed to be useful to parents in supporting their children before they take tests and examinations. An appendix provides instructions for students taking three different tests, and a glossary is included. (RLC)

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